

AFZA-CAS-CA

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Standing Operating Procedures (SOP) Fort Bragg Better Opportunities for Single Soldiers (BOSS) Program

1. **PURPOSE.** To provide guidance, standards, responsibilities and establish policy to be used by the Fort Bragg BOSS Program and BOSS Committee.

2. **REFERENCES.**

- a. AR 600-20, Army Command Policy
- b. DA Circular 608-01-1, Better Opportunities for Single Soldiers (Required to have on hand)
- c. DA Pamphlet (PAM) 600-19 Quality of Life Program Evaluation / Minimum Standards
- d. AR 215-1 Non-appropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities

3. **OBJECTIVES.**

- a. The BOSS program is a DA directed, installation managed, and soldier operated program that consists of three core components (PILLARS).
 - 1. **Quality of life issues:** Soldiers may raise issues that affect their overall QOL. These issues will be directed to the appropriate Fort Bragg command or staff agency for resolution. In the event the issue can not be resolved locally, it will be elevated to the next appropriate level.
 - 2. **Recreation and leisure activities:** The BOSS program allows single soldiers to select, plan, and participate in wholesome activities and events of their choice.
 - 3. **Community service:** Members and volunteers of the BOSS program may elect to participate in and/or contribute to community service projects or activities. The service will always be voluntary and will qualify the individual and group for recognition in the form of certificates of hour's completed or other forms of recognition according to Fort Bragg's volunteer program.

4. **GENERAL.**

- a. BOSS Representatives (REPS). The BOSS Reps will be on orders appointed by Brigade Sergeant Majors/ Unit Commanders, and will attend all scheduled BOSS meetings.
- b. BOSS Brigade reps will ensure that all information given out at installation BOSS meetings will be distributed out at their battalion and company level BOSS meetings.
- c. Forward BOSS monthly attendance rosters to the XVIII ABN Corps CSM on the BOSS representatives.

5. **BOSS COMMITTEE**

- a. The BOSS Committee will consist of five primary members (See DA Circular 608-01-1) under Committee Responsibilities.
 1. Installation BOSS manager is responsible to:
 - a. manage the program and oversees the program in its entirety.
 - b. ensure a record of all single soldiers issues is maintained, tracked, and prepared (DA form 7380-R).
 - c. plan, preside over, and facilitates installation-level BOSS meetings
 2. President is responsible to:
 - a. will assist the program manager and will assume that position in their absence.
 - b. ensure the meeting minutes, with attendance figures, are prepared and forwarded to the Installation Commander for approval.
 3. Vice-President is responsible to:
 - a. assume the duties of the president in his or her absence.
 - b. perform duties and functions as directed by the president.
 4. BOSS secretary is responsible to:
 - a. assume the duties of president or vice-president in their absence.
 - b. record and prepare minutes of BOSS committee meetings.
 5. BOSS Treasurer is responsible to:
 - a. maintain and verify financial reports at meeting, as needed.
 - b. responsible for cash controls at all events where monies are allowed.
 - c. perform other duties and functions as directed by the president.

6. **INSTALLATION BOSS BRIGADE REPRESENTATIVES MEETINGS**

(See DA Circular 608-01-1) on conducting Installation BOSS Meetings

1. BOSS meetings will be held and conducted on the second Tuesday of each month at 1000hrs, at the Community Center Town Hall. If this day falls on a federal or training holiday, the meeting will be moved to the Tuesday following the training holiday.
2. The day the BOSS meeting is held, is considered a work/duty day, focusing on upcoming events, community service, projected BOSS trips, quality of life issues and other concerns from each respective brigade. Committee members are encouraged to invite their chain of command (CSM/ISG) to the meetings.
3. Chain of Command will ensure all Rep's from Brigade down to company level are on additional duty orders appointing (primary/alternate) and attend all scheduled BOSS meetings.
4. Chain of Command will ensure that all newly elected Representatives are educated on their responsibilities as a brigade, battalion and company representative.

7. RESPONSIBILITIES

- a. CASBC. select a full time senior enlisted soldier to perform the duties of the BOSS Program manager / Coordinator.
- b. ensure that the program is fully supported and help fund events that are requested by the sub-committee at installation and brigade / group levels
- c. assist the BOSS Program Manager in getting the BOSS Program sub-committee full time or part-time staff members to properly run the program.
- d. ensures / assist the BOSS program manager and the sub-committee members have enough working space.
- e. ensure the BOSS Program manager have all needed materials and equipment such as computers, printers, camcorder, camera etc; to cover the events in a highly professional and military manner.
- f. BOSS Program Manager serves as the liaison between the BOSS committee, sub-committee, ACS, DCA, Marketing Division, Commanders, and the XVIII Airborne Corps Command Sergeant Major (CSM).
- g. provide guidance to the BOSS program in planning activities and events.
- h. assist the BOSS committee in preparing and annual program budget and maintaining financial accountability according to DA Cir 608-97-1, appendix C (or superseding regulation or circular).
- i. assist the BOSS committee in developing a marketing plan and obtaining commercial sponsorship for BOSS activities and events.
- j. provide assistance in publicizing BOSS events.
- k. ensure training of BOSS committee members regarding MWR program responsibilities, purchasing, and contracting, internal controls, and commercial sponsorship.

9. BUDGET

- a. The BOSS program is authorized the use of nonappropriated and appropriated funds to support the MWR/ leisure and recreation component of the BOSS program. Authorized use of funds is detailed in AR 215-1, chapter 4 and 7, and appendix D.

b. The BOSS Program Manager and committee will prepare an annual APF and NAF BOSS program/brigade budget. As the BOSS program is part of MWR, budget preparation will be in accordance with annual MWR program guidance provided by USACFSC and MACOM's. The BOSS MWR advisor will assist the committee in preparing the BOSS budget. Development of the budget should reflect pertinent information provided by the installation committee as well as the soldiers that they are representing. When developing the budget for the next fiscal year, consideration should be given to the BOSS program for revenues generated during the current year.

10. **PROCUREMENTS**

- a. The BOSS committee will endorse all procurement requests and submit for approval.
- b. Funds for Brigade quarterly trips are allocated and broken down per quarter.
- c. Funds do not rollover from previous missed quarterly trips (exceptions may be made due to units mission requirement); the BOSS Manager and Committee will determine this on a case by case basis.
- d.. Brigades are authorized at a minimum:
 - 1. 2 long trips (1 to 2 overnights)
 - 2. 1 day trip
 - 3. 1 local trip (paintball, Sports USA etc.)

NOTE: To qualify for the trip, BDE Reps must meet minimum requirement of 20 or more soldiers.

- e. BOSS quarterly trips planned by the BOSS committee will be opened to all single and unaccompanied soldiers. Priority will be given to participants who have served 20 or more community service hours. Eligibility for additional discounts is based on 20 or more hours earned Per 6-month increments. BOSS will keep track of community service hours completed. Certificates of completed hours will be given out at the monthly BOSS meetings. They can be redeemed and used for upcoming BOSS quarterly trips.

11. **TRIP FUNDING:**

- a. One-day trips will be funded at 35 percent subject to available funds for that quarter.
- b. Overnight trips will be funded subjected to total estimated cost of trip, not to exceed 35 percent and available funds for that quarter.
- c. Local trips will be funded subject to total overall cost not to exceed 35 percent and available funds for that quarter.

d. BOSS quarterly trips will be funded at a higher percentage subject to availability of funds, and at that time certificates of completed hours can be used to obtain additional discounts.

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BOSS PROGRAM MANAGER